

17th Eastern Cactus & Succulent Conference: Committee Chairmen's Titles, Names and Description of Responsibilities

Treasurer : Ken Mosher

- Develops a written budget for all expense items. Approves all expenses not established in approved budget. Treasurer has the option to pay miscellaneous, unbudgeted expenses up to \$200.00. Any item over \$200.00 will require another officer's signature.
- Sends letters to other clubs requesting \$200.00 support/seed money.
- Arranges to record sales, collect money from all auctions, club sales table and book sales table.

Speakers : David Schultz

- Arrange for seven speakers and nine lectures.
- Work with transportation chairman to coordinate travel requirements for the speakers.

Hotel coordinator : Joe Pawlak

- Identify all key hotel personnel by name and function for all chairmen in case hotel coordinator is unavailable.
- Works with all committee chairmen to submit their needs to the hotel personnel.
- Clears any expense item not in established budget with treasurer before committing to it/them.
- Work with David Schultz to address any issues and needs with hotel personnel.
- Meets with hotel staff daily to review all requirements and expense items.
- Establishes and submits to treasurer a budget for all food and beverage items.
- Make arrangements for Friday night mixer- space, beverages, snacks, tables, chairs, etc.
- Work with hotel staff and Dave Shultz to set up lecture rooms, show and sales areas, hospitality suite, presidential suite.
- Arrange for storage racks/shelving for attendees on which to put purchased plants prior to entering show area.

Registrar: Ken Mosher / LeRoy Saucier

- Sets up and mans the registration table.
- Develops registration document and sends confirmations.
- Receives and records all registrations.
- Sends out information packet to all who pre-register.

- Appoints “volunteers”, at least two more, to man the registration table. Table must have three people at all times.
- Coordinates with treasurer to account for all incoming money and submits all requests for money to treasurer.

Publicity : David Schultz

- Develops publicity documents to be used for the conference- fliers, handouts, etc.
- Contacts all possible news media to promote conference.
- Submits all requests for money to the treasurer.
- Sends out notification letters to prospective registrants.

Plant show judging : Helen Pritchard / Judy Becker

- Arrange for judges as needed.
- Plan for set-up needed for submitted show plants and placement of same.
- Arrange for award ribbons and trophies.
- Arrange for records as required.
- Keep records of awards.

Places to go-things to do : Christine Boroeh

- Makes a list of places to eat near the conference site.
- Makes a map of how to get to various eating places.
- Arranges for discounts/passes etc. For coco key or other venues/establishments which would like to participate.
- Arranges to print materials/information for attendees’ bags.
- Develops list of things to do for attendees’ bags.

Transportation : Christine Boroeh / Joe Pawlak

- Investigates and writes up pertinent information on rail, plane and highway transportation options to and from the conference. Prepares documents and prints information for registrar’s packets.
- Arranges for transportation for speakers to and from the conference
- Coordinates with speaker chairman, David Schultz, for speakers’ travel arrangements.

Hospitality : ???

- Maintains and mans the “presidential” suite for vendors and workers.
- Solicits food and beverage items for the “presidential” suite.
- In charge of “green room” for vendors and speakers.
- Clears all expenses with the treasurer.

- Coordinates with hotel event coordinator, Joe Pawlak.

Club sales table : David and Julia Zahl / Christine Borocho

- Sets up club table.
- Decides item prices and makes out price cards.
- Arranges for volunteers to man the club table.
- Solicits plant donations from members and vendors.
- Plans for and sells both plants and soil.
- Submits all income to the treasurer.

Show and sales auctioneer : Andy Loya

- Handles each of the planned auctions.
- Arranges for auctioneers and helpers for each regular auction event.
- Solicits plant donations from members and vendors
- Collects money from each auction event and submits to treasurer to keep track of all proceeds from auctions.

Rare plant auction : Gerry Barad

- Solicits members, vendors, and attendees for auction items.
- Works with hotel coordinator, Joe Pawlak, for set-up requirements - tables, space, location, etc.
- Arrange for plant display in Saturday banquet room.
- Solicit volunteers to assist with plant presentations and collection of monies.
- Works with treasurer to record sales and collect money.
- Submits auction income to the treasurer.

Center pieces for banquet tables : Chris Allen

- In Fall, before conference, starts plants.
- Responsible for growing, transporting, and arranging plants on tables.
- Secures center pieces for all tables, by whichever method works best and develops method for distribution of them at the end of the banquet.

Book sales table : David Schultz

- To be handled as in the past.
- Proceeds from sales recorded and funds given to treasurer.

Vendor relations : David Schultz

- To be handled by chairman as in the past.

Security : Linda McMullen

- Follows security procedures as established in the past.
- Obtains volunteers to man security stations as needed in the show areas and any other identified areas.

Audio/Visual coordinator : Matt Opel

- Works with all speakers to provide equipment as needed.
- Work with hotel coordinator, Joe Pawlak, to arrange for any equipment, services, which the club may not be able to supply (electrical, cooling(fans), podium, lighting, etc.)
- Solicit help from members for equipment as needed.
- Clear all expense needs with the treasurer in advance.
- Sets up needed equipment, operators, and monitors equipment use.

Attendee packet coordinator (Bag Lady) : Christine Boroach / Jeanine Loya

- Helps secure and monitors the purchase of attendees' bags.
- Works with all relative committee chairs to secure all items which will be included in the bags.
- Arranges for the stuffing of all the bags.

Road Signage : Alex Rostocki